How to Generate a Depreciation Schedule

Generate a Depreciation Schedule

Open Visual Books, go to the Fixed Asset Menu and click on Fixed Asset Maintenance.

Highlight the Asset you intend to generate a depreciation schedule and double click on it. You can have one or more Depreciation Schedules per Asset.
Click the “Generate Depreciation Schedule” Button.

The Depreciation Schedule Maintenance screen will appear and you will be on the Depreciation Schedule Details Tab. Enter specific criteria to create the depreciation schedule.
Schedule Type – Choice from the drop down menu: Capital Purchase, Additional Capital, Attachment or None.
Description – Short explanation that depicts the Schedule Type of purchase.
Serial I.D. Number - This is the unique alphanumeric identifier of the asset.
Model –
Date of Acquisition – Date Asset was purchased.
Depreciation Method – The type of depreciation which will determine what calculation will be used to depreciate the asset. Choice from the drop down menu: Straight Line, Double Declining Balance, Declining Balance, Sum of Years’ Digits, Level of Activity, Units of Production and Units of Time.
Useful life of Asset – The length of measurement the Asset will be depreciated over. Below I will show the different criteria to be entered for the useful life of an Asset for the different methods of depreciation.
Depreciation Frequency – This will default depending on the frequency you choice when adding the Fixed Asset to be depreciated.
Starting – Enter the Month and Year in which the asset depreciation will being to be booked.
Total Cost – The specific amount of the Capital Purchase, Additional Capital or Attachment that was booked for the Asset.
Residual Value – The remaining value of the Asset after it has been fully depreciated. Not all Assets will have a Residual Value.
Depreciable Value – This is a calculated field. It will be determined by subtracting the Residual Value from the Total Cost.
Different Useful Life Criteria for Depreciation Method Chosen

Straight Line - Useful Life is measured in years. Indicate how many years the Asset will be depreciated over.

Double Declining Balance - Useful Life is measured in years. Indicate how many years the Asset will be depreciated over.
Declining Balance – Useful Life is measured in years. Indicate how many years the Asset will be depreciated over.
Sum of Years’ Digits - Useful Life is measured in years. Indicate how many years the Asset will be depreciated over.
Level of Activity – Useful life is measured in units. Indicate the number of units the Asset will be depreciated over, the unit of measure that will be used for depreciation and the estimated amount of units of measure the asset will use in a year.
Units if Production – Useful Life are measured in the amount of Units. Indicate the amount of Units the Asset will be depreciated over and the Annual Basis in Units. You may indicate the Workcenter the Depreciation Schedule is tied too (Note: At this time this feature is not available). If you do this the Depreciation Schedule will still be generated using the Annual Basis in Units but the Depreciation Expense will then be calculated by how many units were produced by that particular Workcenter for each period.
Units in Time – Useful Life are measured in the amount of Hours. Indicate the amount of Hours the Asset will be depreciated over and the Annual Basis in Hours. You may indicate the Workcenter the Depreciation Schedule is tied too (Note: At this time this feature is not available). If you do this the Depreciation Schedule will still be generated using the Annual Basis in Hours but the Depreciation Expense will then be calculated by how many hours the Workcenter was in production for a each period.
Note: You should be aware that the amount of Depreciation booked for any Depreciation Method that indicates a Workcenter will be affected by the accuracy of the job cards entered into Estitrack.

After all the criteria for the Depreciation Schedule is completed for the item, click on the “Calculate Depreciation Basis” Button
It will take you to the “Depreciation Schedule Basis” Tab. This Tab will allow you to review the Depreciation Schedule before you schedule it. You can navigate to view future periods by using the navigation arrows or by scrolling up or down on the display field. You can also indicate if you want to display the Depreciation Monthly, Quarterly or Yearly by click on the appropriate radio button.
Once the Depreciation Schedule is reviewed and it is ready to be scheduled, you will need to click on the “Depreciation Schedule” Tab. Once you are on this Tab it will show you the depreciation expense that will be booked for the remainder of the year for the frequency set for the particular Asset. You can navigate to view future periods by using the navigation arrows or by scrolling up or down on the display field.

Once the depreciation expense is reviewed and you are ready to generate the schedule click on the “Generate Schedule” Button.
It will then return you to the take you back to the “Depreciation Schedule Details” Tab and the Status of the asset should indicate the Asset is “Scheduled”. Then click on the “Save” Button.

Note: When you are on the Depreciation Schedule Maintenance Screen, to exit and return back to Fixed Asset Maintenance Screen is to be on the “Depreciation Schedule Details” Tab and press the “Save” Button.
This will take you to the Fixed Asset Maintenance Screen which will list the Schedules for the particular Asset and if it is unscheduled or scheduled. If you double click on the schedule, it will take you to the “Details” Tab of the Schedule and then you will be able to navigate to the “Depreciation Tables” Tab.
You can have multiple Depreciation Schedules for an Asset. To add additional Depreciation Schedules you would go to the Fixed Asset Maintenance Screen and double click on the Asset.
This will bring up the “Details” Tab for the Asset. Once on this Tab you will go to the “Depreciation Schedule” Tab.
This will bring you to the “Depreciation Schedule Details” screen. Once on the Tab you will click the “Add” Button. Fill in the criteria to add an additional Depreciation Schedule for Capital Purchase, Additional Capital and Attachment.
Once the criteria is entered the Depreciation Schedule is still unscheduled and you will need to click the “Generate Depreciation Basis” Button.
It will take you to the “Depreciation Schedule Basis” Tab. This Tab will allow you to review the Depreciation Schedule before you schedule it.
Once the Depreciation Schedule is reviewed and it is ready to be scheduled, you will need to click on the “Depreciation Schedule” Tab. Once you are on this Tab it will show you the depreciation expense that will be booked for the remainder of the year for the frequency set for the particular Asset.

Once the depreciation expense is reviewed and you are ready to generate the schedule click on the “Generate Schedule” Button.
This will bring you back to “Depreciation Schedule Details” Tab of the Schedule you have just added. The status of this item will now indicate the item is “Scheduled”

<table>
<thead>
<tr>
<th>Year</th>
<th>Total</th>
<th>Depreciation Basis / Rate</th>
<th>Depreciation Expense</th>
<th>Accumulated Depreciation</th>
<th>Running Book Value</th>
<th>Entry Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011</td>
<td>8</td>
<td>2.78%</td>
<td>1.50</td>
<td>1.50</td>
<td>52.49</td>
<td>08/31/2011</td>
</tr>
<tr>
<td></td>
<td>9</td>
<td>2.78%</td>
<td>1.50</td>
<td>3.00</td>
<td>50.99</td>
<td>09/30/2011</td>
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<tr>
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<td>10</td>
<td>2.78%</td>
<td>1.50</td>
<td>4.50</td>
<td>49.49</td>
<td>10/31/2011</td>
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<tr>
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<td>11</td>
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<td>6.00</td>
<td>47.99</td>
<td>11/30/2011</td>
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<tr>
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<td>1.50</td>
<td>7.50</td>
<td>46.49</td>
<td>12/31/2011</td>
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</tbody>
</table>

Annual Totals: 13.90% 7.50
Cumulative Totals: 13.90% 7.50

Entry Frequency: Monthly
Display Year: 2011
This will bring you to the Fixed Asset Maintenance Screen on the “Depreciation Schedule” Tab which will now show you that there are two depreciation schedules for Asset Number 0123456789 Inspiron 15 Laptop. There will be one schedule for the Laptop and one schedule for the Additional Memory.
On the Fixed Asset Maintenance Screen you can click on the "Depreciation Totals" which will show you totals for the Asset Capitalization, Depreciation expense, Accumulated Depreciation and Asset Book Value.
### Depreciation Schedule

<table>
<thead>
<tr>
<th>Year</th>
<th>Period</th>
<th>Total Prds</th>
<th>Capitalization</th>
<th>Depreciation Expense</th>
<th>Accumulated Depreciation</th>
<th>Asset Book Value</th>
<th>Actual Entry Date</th>
<th>Projected Entry Date</th>
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<tbody>
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<td>1</td>
<td>603.89</td>
<td>0.00</td>
<td>0.00</td>
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<td>9</td>
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<td>16.77</td>
<td>587.12</td>
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<tr>
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<td>3</td>
<td>0.00</td>
<td>16.77</td>
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<td>10/31/2011</td>
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<tr>
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<td>11</td>
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<td>67.08</td>
<td>536.81</td>
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</table>

#### Annual Totals

- **Capitalization**: 603.89
- **Depreciation**: 83.85

#### Cumulative Totals

- **Capitalization**: 603.89
- **Depreciation**: 83.85